

## **SENIOR PROJECT MANAGER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Senior Project Manager position exists is provide high-level professional project management services from project inception through completion of construction. May initiate preliminary planning/scoping studies and normally manages projects of a highly complex nature in the Capital Project Management Division of the Municipal Services Department. This position is distinguished from the Project Manager position by the significant experience and independent judgment required. This classification may or may not supervise. Work is performed under general supervision of the Capital Project Management Administrator.

### **ESSENTIAL FUNCTIONS**

Administers contracts for the design and construction of public works and public facilities projects in the city, including negotiating, preparing, and executing contracts and amendments. Coordinates the preparation of construction documents that ensure compliance with City standards and provides a quality-finished product to the user department. Seeks creative and innovative approaches to meet or exceed established project goals and objectives.

Takes ownership of project budgets, schedules, and project status reports. Formulates significant public information strategies and implements in coordination with outside agencies. Negotiates intergovernmental agreements and represents the City before other municipalities, boards and commissions.

Negotiates with private developers to gain their assistance in the completion of public works construction projects. Prepares documents outlining cost estimates, construction status, development responsibilities and recommended construction phasing. Takes a leadership role in integrating the needs and requirements of these joint projects with both public and private funding aspects.

Provides expert assistance to others in the organization; displays excellent communication and listening skills; values the input and opinions of others. Functions as a team leader in guiding project team, often representing disparate views, to meaningful conclusions through conflict resolution.

May or may not have supervisory responsibilities for Project Managers.

Attendance and punctuality are essential functions of this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

The principles, practices, laws, ordinances, and terminology related to publicly funded project construction and design.

##### Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software that require continuous and repetitive arm or hand and eye movement for

extended periods of time.

Must have visual and muscular dexterity to operate a variety of standard office equipment such as a computer terminal, 10-key calculator, and telephone requiring continuous and repetitive hand/eye movement.

Listen, communicate, and deal effectively with supervisors, developers, engineers, contractors, co-workers, staff, representatives of other cities, and the general public.

Understand complex engineering issues; negotiate with developers and contractors; prepare and monitor contracts; and develop realistic schedules and cost estimates.

Communicate both verbally and in writing with all levels of the organization using proper sentence construction, punctuation and grammar.

Assume ownership in the completion of assigned tasks.

Apply program management systems for multiple projects and experience in financial and schedule control responsibility.

Conduct field and on-site inspections, read blueprints, construction plans and microfiche reports.

Lift and carry storage boxes and other working materials weighing 20-50 pounds both short and long distances.

Spend a considerable amount of the workday sitting at a desk and/or computer.

Demonstrate excellent written and oral communication skills.

### **Education & Experience**

Bachelor's degree in Civil Engineering, Construction Management, or a related field; and 10 years professional level public works and public facilities project management experience is required. A minimum of 5 years responsible management experience is also necessary.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified